



# Country Village Day School Parent Handbook

Revised September 2012



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**COUNTRY VILLAGE DAY SCHOOL**

4030 86<sup>th</sup> Avenue S.E. - Campus B

Mercer Island, Washington 98040

Tax ID: 91-087-0333

(206) 232-7107 Upper School  
(Preschool, Pre-Kindergarten &  
Before/After School Program)

(206) 236-2417 Lower School  
(Infants, Waddlers, Toddlers & Young  
Preschool)

(206) 323-8461 Fax

[www.CountryVillageDaySchool.org](http://www.CountryVillageDaySchool.org)

Hours:

6:30 AM - 6:00 PM

Monday through Friday

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## WELCOME TO COUNTRY VILLAGE DAY SCHOOL

We hope that when you walk through our school you will feel a happy and nurturing atmosphere where children are learning and growing by doing what they love to do- play!

We strive for Country Village Day School to be a special place that your child will look forward to coming each day. Our program is committed to welcoming children and families. Upon enrollment, each new family will receive this handbook, along with a welcome packet to orient you to our program. In addition, we also hold a new family Open House in the Spring of Each year for mid-year enrollees. As parents, you are welcome to drop in at anytime during our day. We hope that you will become an active part of our school life through many of our family functions. We encourage families to join us for these wonderful school wide functions. It is a great opportunity to meet the staff, administration, and other CVDS families and children. It is another way we try to create a "family" atmosphere within our school.

Please feel free to talk to us about any of your concerns or questions. You may contact the Executive Director or your Program Supervisor at any time to discuss concerns or questions you may have.

Again, thank you for giving us the opportunity to be a part of your child's growth and development.

Sincerely yours,

Linda Tepper  
Executive Director  
[Lindatcv@aol.com](mailto:Lindatcv@aol.com)

### **Our Educational Philosophy**

The Country Village Day School mission is to be an excellent early childhood education program providing quality care for children ages six weeks to twelve years old. Our goal is to consistently embody the qualities found in a loving home—a caring, nurturing, safe and educational atmosphere.

We promote learning through the use of age appropriate educational methods and materials. Our goal is to prepare each child for elementary education and personal growth through a healthy and stimulating environment.

Our teachers and staff are our most valued and important assets. We strive to attract and retain only the highest caliber of staff dedicated to fulfilling our mission. We encourage and support their ongoing professional development and growth.

The school was founded on the belief that our children are the future. Through our loving, play-centered learning programs, we build in our children a strong sense of self-esteem, respect for all peoples and the environment, communities, our nation, and our world.

## **Introduction**

Good parenting involves many things, including finding the right school for your child. Many choices are available. At Country Village Day School we want our parents to feel comfortable about the school that have chosen for their child. The quality of child care and peace of mind, both for children and their parents, is of utmost importance to us. Our purpose at Country Village Day School is meeting these expectations and we welcome your input.

Country Village Day School meets the needs of children of a wide age range. Our school has two distinct age groupings: our Lower School which serves children six weeks through three years of age and our Upper School serving children three to eleven years of age. In all of our classrooms we strive to achieve a stimulating and nurturing atmosphere for your children. We are confident that our dedication to providing a safe, loving and educationally appropriate environment will be evident every time you enter our school.

We hope that this handbook will be a useful tool for you and your family while getting adjusted to Country Village and our policies. Please keep this book and refer to it when necessary; it may be helpful in answering questions that were not discussed. For additional information or assistance, please do not hesitate to speak with the Executive Director, Program Supervisor or Financial Director.

## **Our Staff**

Our teachers are specially chosen because of their experience, education and love of young children. All CVDS staff meets the qualifications set by state laws and completes a full and extensive orientation process. In addition, teachers attend professional development seminars each year. We encourage teachers to earn a nationally recognized teacher certificate, called the Child Development Associate (CDA) Program, or to obtain further college credit.

Each year our staff attends workshops and seminars that provide information to be utilized in our early childhood classrooms. The staff of CVDS is also required to meet all requirements set forth by the Department of Social and Health Services. This includes CPR, first aid, blood borne pathogens and child abuse and neglect requirements. Come take a tour of our classrooms to meet the wonderful staff of Country Village Day School.

## **Founding**

Barbara Stevenson founded Country Village Day School in 1971. Barbara's goal was to create a school whose primary purpose was the loving care of children. Her intention with Country Village was to provide the best possible care, encouraging learning through developmentally appropriate practices, materials, as well as stimulate growth in a healthy environment. The school she created embodies many of the qualities found in a loving home: a caring, safe, educational, and nurturing environment for children to thrive. Barbara retired in 1993, but still remains interested in Country Village. Country Village continues to improve upon the values began decades ago.

## **Country Village Day School Board of Trustees**

Country Village Day School is a non-profit organization governed by a Board of Trustees. The Board of Trustees meets every six weeks and is divided into committees that oversee the operation of the school. The Board of Trustees plays an important role at Country Village Day School. Some of the responsibilities of the Board include:

- \*Conducting on-going reviews of the financial health of CVDS
- \*Creating strategic framework operating plan for CVDS
- \*Reviewing and approving major financial transactions
- \*Approving rate structures
- \*Hiring, evaluating and setting compensation rates for Executive Director
- \*Maintaining several topic-specific subcommittees
- \*Participating in Country Village Fundraising events

Parents interested in serving on the Board of Trustees may get an application from the Executive Director. Being a Board Member at CVDS is another way of connecting with and supporting the activities and development of your child! Your strong support and involvement are welcome! Country Village Day School Inc. is a Washington State Non-Profit Organization TAX ID #: 91-087-0333

## **Licensing**

Country Village Day School is licensed through The Department of Early Learning. Our school is subject to inspection by state and local health, fire, licensing and building agencies. Regulations and inspections pertain to staff qualifications, our facility, record keeping, child to staff ratios,

nutrition and health and safety matters.

### **Facility/Location**

Our school is located at 4030 86<sup>th</sup> Ave. S.E. - Campus B. Country Village Day School leases the east wing of this building. The school shares the North Mercer Campus with Children's Institute for Learning Differences (also known as: Child School or CHILD), Youth Theatre Northwest, Pixie Hill Preschool, Little Acorn Preschool and Northwest Center Swimming Pool (formerly known as the Mary Wayte Pool).

Because this was a former Junior High School, we have access to several large grassy play fields and a partially wooded area. There is interesting playground equipment and wide, level sidewalks for the children to ride bikes. Because we have all ages of children, we have a separate playground for children that are age's infant to young three years old. This playground has safety surfacing (effective September 2005) and leads to a bark area where the children can climb and play in the sandbox. All playgrounds are well fenced and supervised by your child's classroom teachers as well as a monitoring system.

### **Non-Discrimination Policy**

Our school is open to all children and encourages interest in all cultural backgrounds. Country Village Day School admits students of every race and ability and encourages information and understanding of all cultures.

Country Village Day School is an equal opportunity employer and does not discriminate against an individual because of his or her race, religion, color, national origin, sex, age, handicap, or status as a Disabled Veteran or Vietnam Era Veteran.

### **Anti-Bias Statement**

Country Village Day School is a multicultural education program that embraces culture and diversity through the implementation of an anti-bias curriculum. By teaching our children how to advocate or stand up for the concept of respecting differences, our educational program incorporates culture and diversity in a manner which provides children with the knowledge and skills they need to fight bias and -isms (racism, sexism, etc). Our goal for utilizing an anti-bias curriculum is to support children in developing a



healthy self-identity and to support their development of cultural competency.

Children, parents, and staff bring to Country Village Day School and array of diversity. For example, there is a wide range of diversity in abilities, beliefs, ethnicity, language, lifestyles, and values. As a school we value each person's right to believe and be what they want and we invite all to feel comfortable and confident in respectfully being and expressing themselves. We support children in their development of taking pride in who they are, acknowledging and appreciating their differences and similarities, and respecting and understanding the differences that others possess.

Our program embraces the fact that cultural experiences shape an individual's group and self identity. Additionally, we believe that each person's cultural heritage is equally important. To support optimal development of each person's self-identity and cultural heritage, our program adopts a zero tolerance policy for demeaning and derogatory behaviors directed at an individual or group. Any person who engages in such behavior will be educated and/or disciplined, and depending upon the severity, will be asked to leave our program.

We believe in an active and positive approach to embracing culture and diversity. Additionally, our program is accepting of all people, regardless of their ability, age, beliefs, economic status, ethnicity, gender, language, lifestyle, nationality, perspective, race, religion, sexual orientation, values, or way of being. For this matter, culture and diversity are incorporated and reflected throughout our program, adults and children are encouraged to be themselves and adults and children positively and routinely learn about differences to enable the development of a positive self-identity and cultural competency.

Welcome to our program, a place where all those who enter can respectfully be themselves. If you need clarification, have any concerns, or questions regarding this statement, please see our Executive Director or Program Supervisor.

## **OUR PROGRAMS**

### **Ages/Hours**

Country Village Day School offers age appropriate programs for children six weeks through eleven years of age. We are opened 6:30am-6:00pm, Monday through Friday. We are available on full time and part time basis. Part time options are as follows: Ages six weeks to three years (and not potty trained) a Monday, Wednesday/Friday full day or a Tuesday/Thursday full day position is available. Ages three and a half (and completely potty trained) through Pre-Kindergarten Monday through Friday 8:30am-12:30pm, a Monday/Wednesday/Friday full day or Tuesday/Thursday full day position is available. For those families opting for a part time position, extra hours may be added when space is available, for an hourly rate. It is best to pre-arrange additional care at least 24 hours in advance. Country Village also offers before and after school care for Kindergartener's and children in grades first through fifth. The Mercer Island School District buses pick the children up each morning and drop off each afternoon. We are also available for care during most Mercer Island School District closures. Country Village Day School also provides transportation from St. Monica's School on a daily basis for an additional monthly transportation charge.

### **Transitions between Classes**

The goal of our program is to support continuity of care for children over time, supporting continuity between teaching staff and children, as well as between families and the program.

Our program operates twelve months a year but is separated into the Fall Program and the Summer Program. The Fall Program begins in late August or early September and concludes in Mid-June. The Summer Program begins in mid-June and concludes at the end of August. All children, other than children enrolled in the Infants Program, can transition up to two times per year. The transitioning months for children in the Waddler Program through the Campus Kids Classroom are in Mid-June and September.

### **Class Placement**

Here are a few things to keep in mind in regards to your child's Class Placement

- **Class lists are carefully decided upon by the Executive Director and the Program Supervisor.** These decisions take into consideration many factors, including: The age of the students, class sizes and ratios, even class sizes, potty training and transitions.
- **Class placements are final.** The needs of each child and the group as a whole are considered in creating class lists.
- **All class placements are based on the age of the students.** Once class sizes, ratios and potty training have been determined, a "cut-off" age is decided for each class. This date may fluctuate from year to year, session to session based on the ages of enrollees.
- **There is no special placement for "advanced" students.** Children have much to gain from being with their peers, regardless of academic ability.
- **Pre-Kindergarten students must be four years old on or before August 31 of this year.** Any exceptions will be based solely on even class sizes and based on age, not parent requests or children's abilities/disabilities. Twins may be separated based on their individual needs. In this case, one twin may be placed with older children
- **Children entering the Monkeys Class must be three years old on or before August 31 of this year.** There will be no exceptions, as these children will not be eligible to enter Pre-Kindergarten the following year.
- **No child shall be placed in the Upper School (Monkeys, Penguins or Caterpillars) without being fully potty trained for at least one month prior to the start of the session** (wearing underwear daily, all day, with virtually no accidents).
- **Not all children will transition each session.** Transitions occur twice per year. Once for the Fall Session and once for the Summer Session.
- **Your child may be placed with new children.** Making new friends is an important step for children. While your child may have familiar faces in his/her class, they may also have a few, or many, new ones! These children are his/her peers and interaction among a variety of peers is encouraged.

All of these factors have been carefully, through time, decided upon by Country Village Day School administration and staff. With over forty years of educating and caring for young children, we believe we have created wonderful, productive learning environment. By enrolling your child at CVDS, you have entrusted us to make the decision of class placement. We are confident that each child will have a healthy, happy and successful year. Open communication with your child's individual teacher regarding his/her needs is encouraged and expected. While class placement may not be determined by ability, their individual care and education should be.

## **LOWER SCHOOL**

### **Infants**

CVDS provides a safe, secure "home like environment" where your baby can explore, learn and grow. We have designed a creative and nurturing environment for our youngest children. Age appropriate activities promote cognitive and social development in a warm and nurturing environment. Each infant's day is geared to the individual needs, including feeding and sleeping. Unless specifically requested, we do not put babies on a schedule, although we do offer them a consistent routine. Parents must provide bottles, formula and food for their baby, as well as diapers, a change of clothes and a favorite blanket or toy. We ask that the food, bottles and all personal items be marked with your baby's full name and the date. We particularly do not want babies sharing bottles or food. Each baby has his/her own crib. We provide bedding, burp cloths, bibs, colorful toys, books, and a nurturing environment for your baby. (If your child has a special blanket, toy, or something your child is particularly attached to—please bring it in for your baby to have while at Country Village Day School. They may not have any toys or blankets in their crib.) Please be sure that you clearly mark these special things with a permanent marker so they do not get lost.

Our Lead Teacher, along with the Executive Director and Program Supervisor, oversees the everyday routines of our infant room. The Infant Lead Teacher plans special activities for the babies to stimulate their language, hearing, touch and sight. These activities are individually planned as to the development of the child. Each of our Infant rooms has a ratio of

one to four infants with a maximum capacity of eight children in each classroom with the Lead Teacher available as needed. All children are within sight and sound of teachers at all times. At the end of each day, we provide a written account of your child's day including: feeding times, diapering, nap times, special activities or notes.

Please see [Infant Policies](#) on pages 53-59 for additional information.

### **Waddlers**

'Waddlers' is a special name given to our youngest group of toddler's ages 12 months to 18 months of age, approximately. The children sleep on small cots, not cribs. The ratio in the Waddler room is a one to seven ratio with a maximum capacity of fourteen with the Executive Director or Program Supervisor available to lend a hand at any time. All Waddlers are within sight and sound of teachers at all times. In our waddler program, the children begin to learn how to become more independent through play and feeding. We encourage our waddlers to continue to explore "finger foods" and using toddler size utensils. The children still use high chairs and begin to transition to small tables and chairs before "moving" to the next classroom. There are no bottles, formula or breast milk given in our Waddler classroom. Children are encouraged to drink water and milk in a sippy cup only.

### **Toddlers**

Our toddler program serves children 18 through 36 months of age, approximately. The program has a teacher/child ratio of 1:7 for children 18-30 months and a ratio of 1:9 for children 30-36 months. All toddlers are kept within sight and sound of their teachers at all times. Children are divided into age appropriate groupings, consisting of approximately a six to nine month age range within each class.

Each classroom provides an appropriate environment for your child to grow. The staff works hard to design a curriculum that is age appropriate yet challenging to your child so that they develop the skills they need. Each classroom is set up in centers where your child will build on their fine and large motor skills, language acquisition, and creative abilities. Activities that the children enjoy include painting, experimenting with sensory materials-sand/water, play dough, textures and sounds, building, dramatic play, music and movement, reading and listening, socializing and sharing and outdoor play. Self help skills are acquired through the careful preparation of each center.

The children learn to recognize their belongings, sanitation skills, manners, cleaning up after themselves, and potty training, among countless others. This is truly a time children learn how to be independent. 😊

Parents of the Toddler classes receive a written account of their child's day. This report will inform you of their general mood throughout the day, what they ate, when they were changed or went to the potty, when they napped and what activities they enjoyed. Parents are also emailed a copy of the upcoming week's lesson plan and newsletter as well as any other important information.

Country Village Day School is opened eleven and a half hours a day and so it is likely your child will experience a change in staff. The children typically do quite well with this transition and become attached to both sets of teachers.

## **UPPER SCHOOL**

### **Preschool and Pre-Kindergarten Programs**

At Country Village Day School, we follow a nine month calendar that extends from September through June in addition to summer camp in June, July, and August. The teacher/student ratio for our preschoolers and pre-kindergarteners is 1:10.

Our Preschoolers attend full or part time ranging from two to three days a week to five mornings a week. The preschool program begins promptly at 8:30am-12:30pm. Extended care is available until 6:00 PM. Please see the Executive Director or Program Supervisor if you need additional hours.

If space allows, extended care is also available at an hourly charge for part time students. We appreciate at least 24 hour notice if you will need additional hours. Again, please arrange this change in schedule with the Executive Director or Program Supervisor at least 24 hours in advance.

Each day is filled with structured and unstructured play, beginning with "Opening". All of the children in our Preschool and Pre-Kindergarten classes gather together in our main foyer. Morning "Opening" includes The Pledge of Allegiance and Our Country Tis of Thee to honor our country, birthday greetings and other celebrations and announcements are shared together in the foyer. Following this, the children return to their separate classrooms for their Preschool and Pre-Kindergarten activities. These include circle time, sharing, language and literacy, story, beginning math concepts, science, music, creative dramatics, movement, art, and sensory.

### **Rest Periods**

After hours of exciting activities, children need a time to rest their bodies. Children are encouraged to rest on their "beds" for a period of thirty minutes. Many of the children are so tired from the morning's activities that they will rest for the remainder of rest time. Rest time is typically 1 ½ to 2 hours. CVDS provides a cot and sheet. Your child may bring a special labeled blanket or labeled sleep toy from home. Please label all personal items and wash weekly.

### **Campus Kids and Young Campus Kids Before and After School Programs**

Campus Kids, a program within the Upper School, offers before and after school activities for children ages 6 through 12. Early arrivals are supervised until the public school busses pick the children up at Country Village and afternoon activities planned as they return to CV after school. Half day public school Kindergartner's return at approximately 12:20PM and the full day elementary school students return at approximately 3:50PM. We do not provide transportation to the local elementary schools. All transportation is provided by public school busses and/or parents. We ask that parents let us know which days each week your child will be coming to Country Village so we can make sure your child is getting off the bus. If your child is not coming to CVDS or will be coming an extra day, please contact the Upper School Office at (206)232-7107 or the Executive Director at Lindatcv@aol.com or our Program Supervisor at juliebaileycv@aol.com. Immediately after returning from the busses, the children are greeted, roll call is taken and learning centers are opened. The children are able to choose activities such as: homework table, outside play, table games, as well as create and explore projects and interests the students find challenging.

During school breaks, no school days for Mercer Island School District, or conference days- CVDS provides care for the children from the Before and After School Program. Our Before/After school teachers will schedule field trips or special events for our Campus Kids to participate in on their days off. Campus Kids also participate in our Summer Program at Country Village. Their summer follows the same theme weeks, but often they explore our summer time themes in more depth.

### **Summer Session**

Our school is a year-round school. Our summer session, which begins

mid/late June and continues through August, gives a welcome break from the school year. There are some staffing changes that occur during our summer months as many of our teachers have the option of taking the summer off. The summer atmosphere is one of adventure and fun, feeling more like summer camp. Swimming classes are available at the Northwest Center Pool next door. Swimming lessons are an extra cost and registration is done through the pool exclusively. CVDS will provide all registration materials during the month of May. Our staff walk the children to the pool, watch them swim, shower and walk them back to school. This is a very popular enrichment activity during our summer months!

Our large outdoor area provides excellent opportunity for water play and games. Field trips are abundant and planned accordingly for the children. There are themes each week that describe the activities and field trips for that week.

### **Enrichment Programs**

Country Village Day School prides itself on a fine music program. Two times a week the children enjoy a music specialist. The children enjoy this regular exposure to musical varieties such as singing, rhythms, tempos and instruments.

Creative movement is another wonderful program that helps children of all ages know and understand their bodies and how they move. Country Village also offers a large gym space. The classroom teachers use obstacle courses, balls, and races to enhance the children's gross motor skills.

Country Village enhances the children's language and literacy with a weekly Specialist. The children look forward to the creative stories, finger plays, props and illustrations that bring reading and storytelling to life. All of these programs are included in your monthly tuition.

### **Registration for Extra-Curricular Activities**

Extracurricular Activity Forms are available in the Foyer. For more information, please see the Executive Director or Program Supervisor.

### **Lil' Kickers**

Lil' Kickers is more than just a great soccer program for kids. Our balanced and creative approach to coaching will have a positive impact on your child that goes far beyond the soccer field. Our high-energy soccer



classes are carefully designed to enhance your child's overall growth and well-being. The result? Kids with strong physical skills, who are well-balanced and confident. And, we do all this while your child has the time of their life. Information can be found near the parent information boards at the Upper or Lower Schools and at [www.lilkickers.com](http://www.lilkickers.com).

### **Children's Computer Corner**

- Customized, hands-on learning, consistent with each child's level of experience and ability.
- Classes taught by trained teachers using software recommended by educators.
- Problem-solving and teamwork in a positive learning environment.
- Small class size. Children grouped by age and/or ability
- Reinforcing enrichment skills acquired through discovery, exploration and creativity.
- Using state of the art PC and Macintosh laptop computers
- For more information contact: Joseph Hughes at (425) 361-3110 or [childrenc@msn.com](mailto:childrenc@msn.com)

### **Dizzy's Tumblebus**

The gym on wheels! Dizzy's Tumblebus is an Early Childhood experience in creative movement and physical activity in a very unique setting--a school bus! Detailed information can be located in the Lower School office and in the CVDS Foyer or at [dizzys-tumblebus.com](http://dizzys-tumblebus.com).

### **Swimming**

Learning to swim is important. Classes are offered throughout the summer months at Northwest Center Swimming Pool, which we are fortunate to have next door. Swimming lessons are an additional cost. The classes run in one week sessions and are based on a first come first serve basis. All registration is conducted through Northwest Center Swimming Pool. More information will be distributed upon summer camp registration or you can contact the pool directly at (206) 296-4370.

### **Dancing Pants**

Dancing Pants Spanish program gives children an opportunity for early exposure to a different language and culture, thus providing your child with a better education for life. Dancing Pants Spanish program is available for

children ages three to twelve years old. For more information, please contact:

Dancing Pants at P.O. Box 847 Issaquah, WA 98027

(425)443-2586

[marie@dancing-pants.com](mailto:marie@dancing-pants.com) or [www.dancing-pants.com](http://www.dancing-pants.com)

### **French Classes By Veronique**

At Country Village Day School, French Classes are offered to children age's three to five. Veronique believes that "introducing children to a foreign language at an early age is a gift they will value all their life." Veronique Proietto offers classes based on play, games, songs, puppets, acting and other forms of creative techniques that engage the child to learn the language of French.

For additional information, contact Veronique Proietto at

[veroniquep@earthlink.net](mailto:veroniquep@earthlink.net).

## **PARENT INVOLVEMENT**

The involvement of parents and family is encouraged by offering various seasonal socials and programs providing opportunities for parents to participate in their child's school life. A volunteer form is sent to each family before the school year begins and lists different areas of which parents can help, such as volunteering to be a Room Parent, helping with field trips, offering classroom assistance, and volunteering for the Annual Fundraiser held in the spring, among others.

We understand that volunteering is a time commitment that is not always possible in a parent's busy schedule. There are many ways for parents to get involved at CVDS.

### **How can you become involved with Country Village Day School?**

- Become a Classroom Room Parent
- Join the CVDS Board of Trustees
- Make a commitment to work at least one morning in a classroom on a special project
- Assist as a driver/chaperone on field trips
- Attend Country Village Day School functions
- Volunteer to chair committees for fundraisers
- Volunteer to fill vacant Trustee positions
- Join the Mercer Island Preschool Association
- Share an interest, hobby, vocation, avocation with your child's class
- Read newsletters to see what needs there are at school and help to fill those needs
- Make a commitment to read all notices in your child's cubby everyday as well as email correspondence from the school
- Read notices posted daily in the "Parent Information" sign in/out area
- Take time with your child to notice what is in his/her room and comment and compliment both your child and the teacher

We appreciate your involvement in our school.

### **Room Parents**

Each classroom will have one or two room parent(s) that will act as a liaison between teachers, parents and directors in coordinating school events. Room parents will periodically meet with teachers, directors and the other room parents for communication purposes. Some of the events room parents help to organize are classroom potlucks, classroom events, holiday

gifts, field trips and staff appreciation week. The time commitment will not be excessive, but being a room parent is a vital position to aid in parent involvement at Country Village Day School.

### **Fundraising**

Why fundraisers? Unfortunately, all schools have great difficulty providing all the materials and experiences for the children from tuition alone. Our goal is to provide the highest quality care for your child.

In 1998, we started our First Annual Dinner Auction. Every year we begin "Kicking Off" our Fundraising Fun at our Pumpkin Pie Night. We encourage our parents to solicit items, help on committees and attend the Spring Fundraiser to help make Country Village the very best place for your child.

In October we participate in a Book Fair. This is to help parents with Holiday shopping and we have the added bonus of getting free books for the school.

The last fundraiser of the year is held in the spring. It is our Annual Silent Auction and Summer Bash!

What a great way to get more involved in your child's school! Volunteer to be a chairperson or committee member. See the Executive Director for more information.

## **PARENT COMMUNICATION AND ASSESSMENT**

### **Parent Communication**

All communication from Country Village staff to you goes into your child's cubby or is attached to your child's daily sheet. Because of this, it is extremely important that you check your child's cubby every day and take time to read all notices. We also post signs on the parent information boards located at the parent information areas regarding especially important or late developing news, so please take note when you come and go.

We distribute and email a monthly school wide newsletter, on the first of each month updating parents about the upcoming events at Country Village. In addition, you receive a weekly newsletter from your child's class keeping you up to date about the latest happenings in the class.

In addition to the weekly/monthly communication, Families also have two formal Parent Teacher Conferences each year. In September, you have the opportunity to sit down with your child's teachers and discuss their developmental profiles (our assessment) your goals for your children, and how your child learns. In March, we will also conduct parent teacher conference where we will discuss your child's developmental profiles and their progress/development throughout the school year.

Please also feel free to contact your teacher through email or call the office directly with any questions or concerns. Of course, your teachers are also often available to meet both informally and formally throughout the school year.

If any complications arise in communicating with your child's teacher, please let the administrative staff know. We know that parenting and teaching need to go hand in hand and we want to work together to find the best fit for your child. We will gladly help facilitate communication regarding any difficulties or differences that arise in interactions between families and staff through meetings, mediation or conversation.

If you need assistance with communication in your home language, we would be happy to help!

### **Parent Teacher Conferences**

Parent Teacher Conferences are held twice a year at Country Village Day School: In the Fall and Spring. During the Fall conference, each family is given the opportunity to sit down with the classroom teachers and discuss their child's individual needs. The classroom atmosphere is discussed and

families have a chance to voice their concerns, goals and their child's particular learning and classroom needs. This information is used to help shape that child's experience throughout the school year and provide vital information regarding their needs and learning styles.

### Curriculum Goals

#### 1-3 months

Language Development	Social/Emotional Development	Cognitive Development	Sensory Development	Large Motor Development	Small Motor Development
<ul style="list-style-type: none"> <li>• Responds to voices, likes being talked to</li> <li>• Coos, gurgles</li> <li>• Smiles, laughs</li> <li>• Has different cries for different needs</li> </ul>	<ul style="list-style-type: none"> <li>• Smiles in response to stimulus</li> <li>• Demonstrates voice and voice recognition</li> <li>• Calms when talked to and cuddled</li> <li>• Interacts with adults (2-4mo)</li> </ul>	<ul style="list-style-type: none"> <li>• Stares at faces/ recognizes faces and/or scent of familiar people</li> <li>• Reacts to sounds and noises</li> <li>• Reacts to light</li> <li>• Can track moving object (2-4mo)</li> </ul>	<ul style="list-style-type: none"> <li>• Recognizes faces and/or scent of familiar people</li> </ul>	<ul style="list-style-type: none"> <li>• Can hold head independently/ steadily (1-4mo)</li> <li>• Movements become smoother and more voluntary</li> </ul>	<ul style="list-style-type: none"> <li>• Moves toes and fingers in response to stimulus (1-4mo)</li> </ul>

#### 4-7 months

Language Development	Social/Emotional Development	Cognitive Development	Sensory Development	Large Motor Development	Small Motor Development
<ul style="list-style-type: none"> <li>• Imitates speech sounds</li> <li>• Experiments with B, D, M, P sounds</li> <li>• Uses different facial expressions</li> </ul>	<ul style="list-style-type: none"> <li>• Amuses self with hands and feet (4-6mo)</li> <li>• Displays separation anxiety</li> <li>• Shows interest in mirror image</li> <li>• Displays stranger anxiety</li> </ul>	<ul style="list-style-type: none"> <li>• Turns towards new sounds</li> <li>• Can recognize objects across the room</li> <li>• Recognizes name</li> </ul>	<ul style="list-style-type: none"> <li>• Can distinguish between bold colors</li> <li>• Turns towards new sounds</li> <li>• Mouths objects</li> </ul>	<ul style="list-style-type: none"> <li>• Can roll over</li> <li>• Can lift head and chest when on tummy</li> <li>• Sits without support</li> <li>• Can assume crawling position</li> </ul>	<ul style="list-style-type: none"> <li>• Can distinguish between bold colors</li> <li>• Turns towards new sounds</li> <li>• Mouths objects</li> </ul>

#### 8-12 months

Language Development	Social/Emotional Development	Cognitive Development	Sensory Development	Large Motor Development	Small Motor Development
<ul style="list-style-type: none"> <li>• Waves hello/ goodbye</li> <li>• Experiments with pitch and volume</li> <li>• Uses sounds/ actions for communicating (shakes head, grunts, points...)</li> <li>• Says mama/ dada</li> </ul>	<ul style="list-style-type: none"> <li>• Displays frustration</li> <li>• Enjoys playing games with others (patty cake, hide/seek)</li> </ul>	<ul style="list-style-type: none"> <li>• Understands 'no'</li> <li>• Realizes when item is moved out of sight</li> <li>• Waves hello/ goodbye when person is coming/ going</li> <li>• Experiments with repetitive actions</li> </ul>	<ul style="list-style-type: none"> <li>• Continues to explore world through sensory experiences</li> </ul>	<ul style="list-style-type: none"> <li>• Crawls</li> <li>• Stands while holding onto something</li> <li>• Stands independently</li> <li>• Begins to walk</li> </ul>	<ul style="list-style-type: none"> <li>• Holds bottle</li> <li>• Passes object from hand to hand</li> <li>• Uses pincer grip</li> <li>• Points at objects</li> <li>• Bangs objects together</li> <li>• Performs dump and fill activities</li> </ul>

<ul style="list-style-type: none"> <li>• Babbles in comparison to adult speech patterns</li> <li>• Says another word besides Mama/ Dada</li> </ul>		<ul style="list-style-type: none"> <li>• Finds solutions through trial and error</li> </ul>			
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**12-18 months**

<b>Language Development</b>	<b>Social/Emotional Development</b>	<b>Cognitive Development</b>	<b>Self Help/ Life Skills</b>	<b>Large Motor Development</b>	<b>Small Motor Development</b>
<ul style="list-style-type: none"> <li>• Uses 2 words skillfully (11-13mo)</li> <li>• Vocabulary increases to 3 words (13-15mo)</li> <li>• Responds when name is called (14+mo)</li> <li>• Responds to simple directions (14-16mo)</li> <li>• Uses a handful of words, regularly (15-17mo)</li> <li>• Will 'read'/ look at books on their own (16-18mo)</li> <li>• Begins to speak more clearly (16-20mo)</li> <li>• Strings words together to form phrases (17-20mo)</li> </ul>	<ul style="list-style-type: none"> <li>• Plays peek a boo (12-15mo)</li> <li>• Imitates others (12-14mo)</li> <li>• Initiates games (14+mo)</li> <li>• Has temper tantrums when frustrated (13+mo)</li> <li>• Enjoys pretends games (15-17mo)</li> <li>• Defends own possessions (14-17mo)</li> </ul>	<ul style="list-style-type: none"> <li>• Enjoys gazing at own reflection (12-15mo)</li> <li>• Points to one body part when asked (13-16mo)</li> <li>• Responds to simple directions (14-16mo)</li> <li>• Performs actions to songs (that have been repeated several times) from memory (i.e. chicken dance) (15-18mo)</li> </ul>	<ul style="list-style-type: none"> <li>• Finger feeds (10-14mo)</li> <li>• Begins to use utensils to eat (15-18mo)</li> <li>• Plays with dolls (14-16mo)</li> </ul>	<ul style="list-style-type: none"> <li>• Stands alone (11-13mo)</li> <li>• Walks well (14-16mo)</li> <li>• Plays with push/pull toys (14-16mo)</li> <li>• Enjoys climbing (15-17mo)</li> <li>• Likes scoot toys (15-17mo)</li> <li>• Can pick object off the ground without falling (15-17mo)</li> <li>• Begins to run (15-18mo)</li> </ul>	

**18-24**

<b>Language Development</b>	<b>Social/Emotional Development</b>	<b>Cognitive Development</b>	<b>Self Help/ Life Skills</b>	<b>Large Motor Development</b>	<b>Small Motor Development</b>
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<ul style="list-style-type: none"> <li>•Uses manners when prompted (18-20mo)</li> <li>•Comprehends 100 words (18-22mo)</li> <li>•Responds to simple directions given without gestures (i.e. sit, walk) (18-20mo)</li> <li>•Half of speech is understandable (18-24mo)</li> <li>•Learns words at a rate of about 10+ per day (19-22mo)</li> <li>•Identifies body parts by pointing to them when asked (19-21mo)</li> <li>•Can use 50-100 single words (20-24mo)</li> <li>•Can name three+ body parts (20-24mo)</li> <li>•Asks for certain items by name (20-24mo)</li> <li>•Asks, "What's this/that" (21-24mo)</li> <li>•Can sing simple songs (22-24mo)</li> <li>•Can make 2-3 word sentences (22-24mo)</li> <li>•Comprehends 200 words (22-24mo)</li> </ul>	<ul style="list-style-type: none"> <li>•Demonstrates temper tantrums (18+mo)</li> <li>•Expresses spontaneous affection (18-22mo)</li> <li>•Begins to show sympathy/remorse (18-22mo)</li> <li>•Plays alone/initiates own individualized play (19-21mo)</li> <li>•Notices other children (19-22mo)</li> <li>•Is enthusiastic in the presence of particular individuals (20-24mo)</li> <li>•Laughs with others (20-24mo)</li> </ul>	<ul style="list-style-type: none"> <li>•Recognizes personal belongings (18+mo)</li> <li>•Experiments with repetitive actions (18-21mo)</li> <li>•Can set simple goals (i.e. decides to put a toy in a certain place) (19-22mo)</li> <li>•Searches for hidden objects (19-22mo)</li> <li>•Recognizes when something is wrong (i.e. a dog being called a cat) (20-24mo)</li> <li>•Follows 2-step directions (20-22mo)</li> <li>•Can identify several body parts (21-24mo)</li> <li>•Completes age appropriate puzzle (21-24mo)</li> <li>•Can sing simple songs from memory (22-24mo)</li> <li>•Starts talking about self (22-24mo)</li> </ul>	<ul style="list-style-type: none"> <li>•Washes hands with assistance (18+mo)</li> <li>•Uses spoon and fork well (18+mo)</li> <li>•Will pretend to feed baby doll (18-20mo)</li> <li>•Drinks from cup (19-21mo)</li> <li>•Picks up after self- toys and meal time (19+ mo)</li> </ul>	<ul style="list-style-type: none"> <li>•Moves body to music (18+mo)</li> <li>•Can hold body still for 3-5 minutes (18-20mo)</li> <li>•Throws a ball underhand (18-22mo)</li> <li>•Can climb up stairs (19-22mo)</li> <li>•Throws a ball overhand (20-24mo)</li> <li>•Kicks a ball (20-24mo)</li> <li>•Paints with whole arm movements (22-24mo)</li> <li>•Jumps (22-24mo)</li> </ul>	<ul style="list-style-type: none"> <li>•Has accurate hand to mouth coordination (18+mo)</li> <li>•Feeds self with fork and spoon well (18+mo)</li> <li>•Turns pages in book 2-3 at a time (18-21mo)</li> <li>•Stacks 3 blocks to build tower (20-24mo)</li> <li>•Can remove stickers from sticker sheet (20-24mo)</li> </ul>
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**24-36 months**

<b>Language Development</b>	<b>Social/Emotional Development</b>	<b>Cognitive Development</b>	<b>Self Help/ Life Skills</b>	<b>Large Motor Development</b>	<b>Small Motor Development</b>
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<ul style="list-style-type: none"> <li>• Recites simple songs and rhymes from memory</li> <li>• Names and sorts common items</li> <li>• Names 6+ body parts</li> <li>• Identifies simple fruits and vegetables</li> <li>• Knows basic colors</li> <li>• Uses 3 to 4 word sentences</li> <li>• Comprehends 250+ words</li> <li>• Communicates basic needs and wants</li> <li>• Can name items in a picture book</li> <li>• Asks questions</li> <li>• Enjoys being read to, talking about books/stories</li> <li>• Identifies objects by use</li> <li>• Initiates conversation</li> </ul>	<ul style="list-style-type: none"> <li>• Engages primarily in solitary play</li> <li>• Imitates adults</li> <li>• Watches other children play, may imitate</li> <li>• Begins to engage in parallel play</li> <li>• Begins to explore imaginative play</li> <li>• Participates in simple group activities</li> <li>• Greets familiar people</li> <li>• Feels frustration at challenges</li> <li>• Experiences temper tantrums less frequently</li> <li>• Develops strategies to recover from temper tantrums</li> <li>• Shows signs of potty training</li> <li>• Becomes anxious when established routines are changed</li> </ul>	<ul style="list-style-type: none"> <li>• Understands 1-1 correspondence</li> <li>• Counts 3 objects</li> <li>• Can sort/classify based one single characteristic</li> <li>• Can determine between big/small</li> <li>• Concentrates on self selected activity for an extended time</li> <li>• Recognizes belongings and knows where they go</li> <li>• Knows what common items are used for</li> <li>• Complete simple matching puzzles/games</li> <li>• Engages in make believe</li> <li>• Enjoys sensory stimulation</li> <li>• Identifies self and family members</li> <li>• Begins to solve problems verbally</li> </ul>	<ul style="list-style-type: none"> <li>• Can pour drink with assistance</li> <li>• Puts coat on with assistance</li> <li>• Can take shoes off/puts shoes on</li> <li>• Cleans up after self- toys/meals</li> <li>• Feeds self, spills rarely</li> <li>• Beginning to share emotions with other children (i.e. "I don't like that!")</li> </ul>	<ul style="list-style-type: none"> <li>• Runs around obstacles</li> <li>• Marches to music and/or on command</li> <li>• Climbs ladder independently</li> <li>• Can balance with two feet on balance beam</li> <li>• Pedals a trike</li> <li>• Jumps with two feet</li> <li>• Can walk on tip toes</li> <li>• Can stand on one foot with assistance</li> <li>• Enjoys different body movements</li> <li>• Kicks ball forward</li> <li>• Runs well</li> </ul>	<ul style="list-style-type: none"> <li>• Shows hand dominance/preference</li> <li>• Turns pages one at a time in a book</li> <li>• Builds tower six blocks high</li> <li>• Scribbles in a circular motion</li> <li>• Fingers work together to scoop small objects</li> <li>• Enjoys manipulating playdough/ clay</li> <li>• Pounds pegs into a workbench</li> <li>• Strings 4 large beads</li> <li>• Can open and close scissors</li> <li>• Tries to snip with scissors with supervision</li> <li>• Tears paper</li> <li>• Squeezes glue bottles with supervision and assistance</li> </ul>
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**36-48 months**

<b>Language Development</b>	<b>Social/Emotional Development</b>	<b>Cognitive Development</b>	<b>Self Help/ Life Skills</b>	<b>Large Motor Development</b>	<b>Small Motor Development</b>
<ul style="list-style-type: none"> <li>• Speaks in complete sentences</li> <li>• Draws pictures and names the object</li> <li>• Recognizes basic shapes</li> <li>• Understands basic opposites</li> <li>• Recognizes parts of a book</li> <li>• Can tell you first and last name</li> <li>• Recognizes first</li> </ul>	<ul style="list-style-type: none"> <li>• Deals with strong emotions effectively</li> <li>• Is efficient in imaginary play</li> <li>• Begins to engage in cooperative play</li> <li>• Shares toys and takes turns with assistance</li> <li>• Participates in large and small group activities</li> </ul>	<ul style="list-style-type: none"> <li>• Is aware of gender</li> <li>• Has comprehension of shape and size</li> <li>• Can match six+ colors</li> <li>• Counts orally to 15</li> <li>• Can count 10 objects</li> <li>• Demonstrates number concept to 5</li> </ul>	<ul style="list-style-type: none"> <li>• Pours well from a child size pitcher- spills rarely</li> <li>• Potty trained</li> <li>• Buttons/unbuttons large buttons</li> <li>• Cleans nose- with reminding</li> <li>• Can dress self- with easily dressed clothing</li> <li>• Uses restroom independently</li> <li>• Follows</li> </ul>	<ul style="list-style-type: none"> <li>• Walks up stairs, alternating feet</li> <li>• Walks on a line</li> <li>• Balances on one foot for 5 seconds</li> <li>• Hops on one foot</li> <li>• Runs over obstacles</li> <li>• Jumps over 15cm/ 6cm in high object landing on both feet</li> <li>• Throws ball with</li> </ul>	<ul style="list-style-type: none"> <li>• Copies circle from example</li> <li>• Laces using lacing pattern</li> <li>• Builds tower nine blocks high</li> <li>• Can cut on a line</li> <li>• Can snip with scissors without assistance</li> <li>• Can squeeze glue bottle with control without assistance</li> <li>• Screws and</li> </ul>

<ul style="list-style-type: none"> <li>• Speaks clearly most of the time</li> <li>• Enunciates words, does not drop/replace sounds (such as 't' for 'c')</li> <li>• Responds to commands involving multiple items (i.e. "bring the sock and shoe")</li> <li>• Responds to commands involving multiple actions (i.e. "walk to the bathroom and wash hands")</li> <li>• Uses words to express feelings and emotions</li> <li>• Listens and follows most directions</li> <li>• Answers if...what...when questions (hypothetical)</li> <li>• Asks grammatically correct questions (i.e. "Can 'I' go to the bathroom" not "Can 'me'...")</li> <li>• Recites the days of the week</li> </ul>		<ul style="list-style-type: none"> <li>• Completes 7 piece puzzle</li> <li>• Knows basic shapes</li> <li>• Can sort and classify on basic criteria</li> <li>• Begins concepts of basic patterning</li> <li>• Can sequences beginning/middle/end</li> <li>• Can put objects in order based on height/length</li> <li>• Can compare basic weights</li> <li>• Recognizes two and three dimensional shapes</li> <li>• Identifies family relationships</li> <li>• Follows the rules of games</li> <li>• Demonstrates awareness of community helpers and their roles</li> <li>• Differentiates between common goods such as tools, furniture and appliances</li> <li>• Identifies more obscure body parts</li> <li>• Describes the weather</li> <li>• Understands good nutrition</li> <li>• Compares things living/nonliving</li> <li>• Knows birthday</li> </ul>	<ul style="list-style-type: none"> <li>• Cleans up toys without assistance</li> <li>• Beginning stages of conflict resolution</li> <li>• Beginning stages of self regulation of behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Catches ball when bounced to them</li> <li>• Rides trike well</li> </ul>	<ul style="list-style-type: none"> <li>• Makes playdough balls and ropes</li> <li>• Folds paper in half</li> <li>• Uses tongs to pick up objects</li> <li>• Snaps, buckles, buttons clothing articles</li> </ul>
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**48-60 Months**

Language Development	Social/Emotional Development	Cognitive Development	Self Help/ Life Skills	Large Motor Development	Small Motor Development
<ul style="list-style-type: none"> <li>• Recognizes last name, written</li> </ul>	<ul style="list-style-type: none"> <li>• Engages primarily in</li> </ul>	<ul style="list-style-type: none"> <li>• Sorts and classifies</li> </ul>	<ul style="list-style-type: none"> <li>• Dresses and undresses self,</li> </ul>	<ul style="list-style-type: none"> <li>• Runs with ease</li> <li>• Can walk</li> </ul>	<ul style="list-style-type: none"> <li>• Draws five part person</li> </ul>

<ul style="list-style-type: none"> <li>• Identifies upper and lower case letters</li> <li>• Matches beginning sounds</li> <li>• Identifies words that rhyme</li> <li>• Writes upper case letters</li> <li>• Retells complex story</li> <li>• Interprets events shown in picture</li> <li>• Follows three and four step directions</li> <li>• Writes first and last name</li> <li>• Knows sounds most consonants make</li> <li>• Supplies a word that rhymes with one given</li> <li>• Recites months of the year with assistance</li> <li>• Asks 5 'W's' questions</li> <li>• Uses correct tenses of speech</li> </ul>	<ul style="list-style-type: none"> <li>• Takes part in group decisions/ discussions</li> <li>• Plays table games</li> <li>• Plays competitive games</li> <li>• Abides by theory of fair play</li> <li>• Follows school and classroom rules</li> <li>• Understands consequences</li> <li>• Verbalizes feelings</li> <li>• Feels empathy</li> <li>• Helps classmates</li> <li>• Practices problem solving techniques with reminding (i.e. sharing time with desired toy/taking turns)</li> </ul>	<ul style="list-style-type: none"> <li>• Determines what is missing from a group of four objects</li> <li>• Matches objects that go together</li> <li>• Knows left from right</li> <li>• Recognizes and extends patterns of three+ variables</li> <li>• Counts 15 objects</li> <li>• Counts to 20</li> <li>• Differentiates between yesterday, today and tomorrow</li> <li>• Understands people are alike and different</li> <li>• Understands that families share responsibilities</li> <li>• Names parts of a plant</li> <li>• Identifies more obscure fruits and vegetables</li> <li>• Understands properties of water</li> <li>• Understands items can float or sink</li> <li>• Knows the sun supplies warmth and heat</li> <li>• Experiments with magnets</li> <li>• Describes characteristics of different groups of animals</li> <li>• Understands</li> </ul>	<p>independently</p> <ul style="list-style-type: none"> <li>• Knows city they live in, street they live on and phone number</li> <li>• Cleans up after self</li> <li>• Brushes teeth, independently</li> <li>• Practices at conflict resolution techniques, with reminding</li> <li>• Practices self regulation</li> </ul>	<p>backwards without falling</p> <ul style="list-style-type: none"> <li>• Walks on balance beam, one foot behind the other</li> <li>• Can jump rope</li> <li>• Kicks ball well, with direction</li> <li>• Can skip</li> <li>• Can do a somersault</li> <li>• Can swing from monkey bars</li> </ul>	<ul style="list-style-type: none"> <li>• Copies designs</li> <li>• Can cut a basic curved line or large circle</li> <li>• Holds writing utensils properly</li> <li>• Can color within the line</li> <li>• Writes number 0-10</li> <li>• Can fold paper in quarters</li> <li>• Zips clothing- may receive assistance getting zipper connected</li> </ul>
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		<ul style="list-style-type: none"> <li>• Distinguishes properties of objects using senses</li> <li>• Explores recycling</li> <li>• Completes 15 piece puzzle</li> <li>• Recognizes pennies, nickels, dimes and quarters</li> </ul>			
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**60+months**

<b>Language/Reading Development</b>	<b>Social/Emotional Development</b>	<b>Cognitive Development</b>	<b>Self Help/ Life Skills</b>	<b>Large Motor Development</b>	<b>Small Motor/Writing Development</b>
<ul style="list-style-type: none"> <li>• Speaks in 6-10 word sentences</li> <li>• Follows three related directions</li> <li>• Uses proper articulation</li> <li>• Has a strong and varied vocabulary</li> <li>• Retells stories and recounts events in their own words</li> <li>• Describes surroundings</li> <li>• Describes a picture with three+ statements</li> <li>• Participates in large group activities for extended time</li> <li>• Predicts what will happen next in stories</li> <li>• Learns to read 'site' words</li> <li>• Identifies color and number words, days and</li> </ul>	<ul style="list-style-type: none"> <li>• Looks to peers to see how things are done</li> <li>• Utilizes problem solving techniques (i.e. talking before fighting)</li> <li>• Understands differences among people</li> <li>• Has empathy</li> </ul>	<ul style="list-style-type: none"> <li>• Solves simple addition/ subtraction problems</li> <li>• Counts to 100</li> <li>• Measures objects</li> <li>• Describes characteristics of 2 and 3 dimensional shapes</li> <li>• Recognizes concepts of whole, half and quarter</li> <li>• Begins monetary concept development</li> <li>• Estimates number of objects in container</li> <li>• Understands that some foods come from different parts of a plant</li> <li>• Conducts simple science experiments and records the</li> </ul>	<ul style="list-style-type: none"> <li>• Is relatively self sufficient in caring for own body</li> <li>• Knows proper uses of most items</li> <li>• Realizes ways to keep self safe</li> <li>• Skilled at conflict resolution</li> <li>• Skilled at self regulation</li> </ul>	<ul style="list-style-type: none"> <li>• Walks forward and backwards on a balance beam</li> <li>• Can hop, jump, skip, and march well</li> <li>• Can bounce, catch and throw a ball well</li> <li>• Can maneuver the monkey bars well</li> <li>• Can pump on a swing, independently</li> </ul>	<ul style="list-style-type: none"> <li>• Colors appropriately</li> <li>• Glues and pastes appropriately</li> <li>• Uses scissors proficiently</li> <li>• Writes own name on a line</li> <li>• Forms shapes correctly</li> <li>• Forms numbers and letters correctly</li> <li>• Begins to write in D'Nealian</li> <li>• Can trace a pattern well</li> <li>• Can complete a connect the dot puzzle</li> <li>• Writes/dictates in first person</li> <li>• Understands writing conventions</li> </ul>

<ul style="list-style-type: none"> <li>• Understands usage of capital letters</li> <li>• Hears syllables</li> <li>• Writes simple words, from memory</li> <li>• Copies sentences</li> <li>• Writes words phonetically</li> <li>• Knows weekdays and months</li> <li>• Given a word, can name the beginning sound</li> <li>• Given a word, can name the ending sound</li> <li>• Can produce various word lists- words beginning with, words that rhyme...</li> </ul>		<ul style="list-style-type: none"> <li>• Understands the difference between the food groups</li> <li>• Understands basic weather concepts</li> <li>• Understands concepts of opposites well</li> <li>• Identifies at least 11 colors</li> <li>• Uses comparative language</li> <li>• Understands graphing and its representations</li> <li>• Begins problem solving</li> </ul>			
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**Student Assessments**

Country Village uses developmental profiles based on the curriculum goals, along with observations, student portfolios and parent teacher conferences, to assess children's progress and adapt the teaching styles, curriculum and environment accordingly. These profiles are shared with parents three times yearly. These assessments measure progress and growth in several different areas: Social Emotional, Cognitive, Language, Self-help, Small Motor and Gross Motor. The assessments are a direct reflection of our curriculum goals and work in conjunction to create a learning environment most suitable and productive for the children in the classroom.

The Developmental Profiles are based primarily on observations. The children are not expected to "master" all skills, this is merely a guide. Developmental Profiles will be sent home in December, March (along with a Parent Teacher Conference) and June. Developmental Profiles and assessments are performed by classroom teachers. They are kept confidential in children's files and shared only with parents/guardians, classroom teachers and appropriate administrative staff.

If there is a concern regarding a child's development, parents will be notified as needed. We recognize that parents are the ultimate authority on their children. Country Village encourages and supports families to make the primary decisions regarding the care and services for their child. We believe as a school that parents ultimately know their child best! Being mindful and respecting family's wishes and decisions is important to us at Country Village Day School.

Keeping this in mind, the administration and staff will share the necessary information regarding the child's development, share ongoing concerns if necessary and we will provide the appropriate resources and support services to those families. Through this process, continued communication and encouragement will take place among the school, teachers, administration and parents.

**Confidentiality:** The Program ensures confidentiality of child and family information by having all records in a locked file cabinet. In addition, legal guardians must authorize anyone other than themselves and school administration to gain access to the child's health information. A copy of this documentation is included as a reference.

All checks, which contain personal information, used for payment of childcare fees and field trips are placed in a lock drop box. It is our goal to ensure the confidentiality of all families.

### **Special Educational or Care Needs**

If children have any special learning or developmental needs, whether formally assessed (Individual Education Plans [IEP's] or Individual Family Service Plans [IFSP's]) or not, CVDS is happy to accommodate in any way that we can. We can work closely with school districts and learning specialists to help your child learn and develop in a way that is most beneficial to them. Please make sure your child's teacher and the school administrators are aware of any special needs. This information will be kept confidential, but is critical in providing your child with the best possible care and education.

### **Annual Evaluations Process**

Country Village Day School will evaluate its program annually based on the NAEYC Standards. Evaluations will be conducted through Family and Teacher Surveys, as well as through reflections and input given throughout

the year by Administrative Staff, Teachers and Families. CVDS will continue to use the NAEYC Self-Assessment Family Survey as a means of gathering evidence on our program in regards to the following areas: policies and procedures; program quality; children's progress and learning, family involvement and satisfaction, and community awareness and satisfaction.

The results of these surveys and findings will be posted and/or distributed to parents, along with a description of upcoming goals in order to fulfill or change the areas that need improvement. In addition, our survey results will be distributed to the Washington State Department of Early Learning (DEL) and NAEYC.

## GENERAL POLICIES

### Potty Training

Potty training age varies child to child and no one understands this better than the staff at Country Village. Through our years of combined teaching experience we have come to our philosophy on potty training; initiate when child shows interest. Our toddler and young preschool teachers are ready and able to begin potty training children when desire is shown by the child and parents. Together as a team, we will discuss how to reach this milestone in your child's life.

Typical chain of events in potty training cycle:

- Teacher will ask the child if they would like to try to sit on the potty. This helps the child feel comfortable using the big toilets.
- Underwear may be worn over a diaper.
- When diapers become drier, between bathroom times, training underwear is encouraged.
- Once in training underwear, more frequent visits are made to the bathroom until the child gets their "timing" down.
- Diapers are worn at nap time until approximately one week of dry nap time diapers occurs.
- Underwear is worn full time and accidents are changed when necessary and are always okay!!

Our "Upper School" is fully potty trained, though the teachers are experienced with occasional accidents. If your child is not yet potty trained by the time they would typically move into our upper school classrooms, we can accommodate them in a transitional room until they are ready. Many times seeing their friends' use the potty motivates them to try themselves!

### Biting Policy

Biting is a stage that children who are cutting teeth and starting language go through at about fourteen months through thirty months. At Country Village Day School we try to shadow the biter and make sure the bitees are not in the same proximity with a child who has some episodes of biting. Biting happens very quickly. Children at this age do not necessarily bite because they are frustrated or unhappy. They bite not knowing what they are doing. Listed below are some reasons children bite:



Toddlers are developing "autonomy;" doing things for themselves, making choices and needing to have the power of control over adults. Biting can be an expression of a toddler's separation from the adult/caretaker. Infants and toddlers are trying to show control of themselves as well as other people. The child is trying to take control over the situation when they bite. Biting gives children power over others. Toddlers may be allowed to get "out of control" by loving adults who are hesitant to set limits for toddlers. Biting is a part of sensory/motor exploration. Toys, food, and people must be touched, smelled, and of course, tasted, if the toddler is to learn. Babies learn through the use of their senses. Children need to have a variety of sensory and motor experiences around them- both in their home and during play. A colorful array of toys that can be put in their mouth and easily washed should also be available to the children during this biting phase. Teething can also cause an infant or toddler's mouth to ache. Babies often need something to bite on to ease their pain. Cold biting toys and clean frozen cloths are a wonderful way to ease the pain of a child's aching mouth and gums.

Infant and toddlers are just the beginning to learn how to engage in positive peer interactions. Children usually do not understand they are hurting others when they bite them. It is the job of parents and teachers to give children those opportunities to learn how to engage in positive peer interactions. Children need lots of social experiences in order to learn how to interact with others. Notice and comment on positive peer interaction such as hugging one another and sharing a toy with another friend. Adults must also model a loving and nurturing behavior for children to see and follow. When we see children exhibiting negative behaviors, we redirect the child to another activity and share with them the reason why they are being redirected.

We hope that your child is neither the biter nor the bitee, but if this should happen- we hope that both the parents and teachers can work together to break this "biting cycle." After the child has bitten two (2) times, the parents will be notified to inform them of the biting incidents. The teacher/director will inform them that if one more bite occurs, the child will need to be picked up for the day to try to stop the "biting cycle" and for the safety of the other children in the class.

What to do when a child bites....

Give immediate attention to the bitee. Apply ice to the bite and clean with soap and warm water.

Have the biter stand face to face with the bitee. The adult must use words to describe the situation. Brandon is crying because you hurt his body, John. Brandon is your friend and that is not how we treat our friends. It is not okay to bite.

Try to have the bitee tell how he/she feels, if possible.

Separate the biter from the other children for a few minutes. We need to provide a safe environment for all children in our care.

Shadow and observe the child who is biting.

Continue to comfort the bitee. Parents will receive an ouchie report at the end of the day explaining how the situation was handled.

We understand that this situation is extremely frustrating. Please feel free to contact the Executive Director or Program Supervisor for further assistance. Our goal is to provide a safe and nurturing environment for ALL children. Thank you for your understanding and cooperation.

### **Religion and Cultural Traditions in Regards To Curriculum**

Holidays are often times an important part of a child's life and a family tradition. Many holidays are religious in origin. At Country Village Day School we look to include all religions, races, cultures and customs without teaching the facets of any. When special holidays come up, a questionnaire is given to families by the classroom teachers. Each family has the opportunity to share their beliefs and wishes on the inclusion of their customs and/or the participation of their child in classroom activities. We do not look to "celebrate" any holiday but rather educate and bring awareness of similarities and differences among the children in each classroom and the school. Many times teachers highlight the broader concepts related to particular holidays, such as family, sharing, foods, new beginnings and friendship.

### **Discipline**

Discipline problems that arise are handled in a positive, constructive manner. First the teacher will assess the child or ask a verbal child why the behavior occurred. Then the child is reminded of what the acceptable choices are and then asked about good choices he/she might make. In each classroom there is an area where the child can go to do puzzles, draw

pictures, etc. and help him/her regain control of his/her behavior. We use positive strategies that strengthen the self-esteem of children. Most situations can be handled by redirecting a child to another, more appropriate activity. This approach is called "positive redirection." When necessary, we use a procedure called "taking a break." It gives the child time to think about their actions before returning to a group activity. It is a positive form of discipline that teaches appropriate behavior while allowing the child to make the decision to improve his/her behavior. "Taking a Break" periods may last no more than one minute for each year of the child's age. (For example, a three year old's maximum taking a break timeframe would be three minutes.)

If the unacceptable behavior continues, the child is taken to either the Executive Director or Program Supervisor and reminded about proper behavior at Country Village. If the behavior continues, there will be a conference scheduled with the parents to determine the best possible method of solving the problem. If all the avenues are explored and the child's behavior is not safe for other students at the school, the parents may be forced to disenroll their child.

Each child deserves to spend his/her day in harmony, experiencing play, exploration, etc. Harmony depends on the cooperation of every child with the rules of the school, teacher plans and schedules. Respect is to be given to and by both children and teachers. A proactive discipline procedure is used by teachers to help children with choices, guidelines and boundaries.

We do not use any form of corporal punishment. Children are under "voice authority" only. This is a firm but loving manner. The state of Washington also requires that parents are not permitted to use any form of corporal punishment while on school property.

### **Breakfast, Lunch and Snacks**

Children arriving between 6:30am and 8:00am may bring breakfast and we will serve it to them. Children arriving after 8:00am must eat breakfast prior to arrival to limit disruptions to the classroom routine. Please talk to your child's teacher or administrative staff if your child has special dietary needs/concerns.

While you are packing lunch from home, please be aware that a nutritious lunch gives children energy and maximum growth potential, both physically and mentally. A balanced lunch includes fruit, vegetables, dairy, grains and protein. These can come from a variety of healthy, whole food

sources. Please do NOT include sugar, chips, pop, candy, treats or beverages. Country Village has a no/low sugar policy. We will help with information providing alternate choices for these things in lunches. Each classroom has its own refrigerator and microwave for keeping things cool and heating lunch items. We provide all beverages for students. These include milk, water and 100% juice.

Snacks are served three times daily. The morning snack is provided by the students. A monthly snack calendar is sent home with a specific snack your child is to bring for the entire class. Each child generally has only one or two snack days a month. The other snacks are provided by Country Village. Afternoon snacks consist of a variety of crackers, fruit, vegetables, milk, juice, popcorn (older children), and sometimes an item they have prepared in cooking class that morning.

### **Birthdays**

Birthdays are a special time in a child's life and deserve a special celebration. At Country Village Day School we encourage parents/guardians to share their child's BIG DAY with their class, if they so choose. We welcome any commercially prepared treat you would like to provide, but please send enough treats for every child in your child's classroom. Please discuss and schedule with your child's classroom teacher.

Birthdays are a time of exception at CVDS, where our no sugar policy is somewhat relaxed. We do, however, ask that you do not go overboard on the sugary treats and birthday celebration.

Here are some suggestions for acceptable birthday treats:

- \*Muffins
- \*Cupcakes with little or no frosting
- \*Ice Cream/Sorbet/Popsicles
- \*Sugar Free Jell-O/Sugar Free Pudding
- \*Cookies
- \*Rice Krispie treats
- \*Fresh Fruit

Please choose only one treat for your child's birthday, where as too much sugar is not good for children and it is frustrating to parents who do not give their children these types of foods. Healthy snacks are always welcomed and encouraged.

**\*\*Please keep in mind that CVDS is a NUT FREE SCHOOL.**

**Some acceptable celebration ideas:**

\*Parents and few friends and/or family members to share in the celebration.

We all love celebrations at CVDS, but please keep in mind that we still have a program to maintain. When at all possible we ask that celebration take place in the afternoon after naptime. This ensures the least disruption to the children's schedule. Thank you for your help and understanding in making all birthdays at Country Village special.

**Inclement Weather Policy**

During days of inclement weather (snow, wind and flooding), Country Village Day School Inclement Weather Policy will be as follows: If Mercer Island Schools are CLOSED, Country Village Day School will also be CLOSED. Please refer to the internet at [www.schoolreport.org](http://www.schoolreport.org) , radio and or television for the latest updates on school closures and late opening's in the Mercer Island School District.

If Mercer Island schools are running one or two hours late, Country Village Day School also opens one to two hours late. Our Mercer Island teachers and staff will open the school until our commuting teachers have arrived. Space will be on a first come first serve basis. When our ratios are at their legal limits, we will not be able to accept any more children until more staff arrives. You may want to check before coming to see if space is available for your child/children.

**Referral Policy...Referring a Friend**

Country Village has a referral policy for existing families who refer new families to our school. For each new family that enrolls in our school, there is a \$200 discount applied to the existing family's monthly tuition bill. The discount will be credited the month following the new student's official start date. All existing full and part-time families are eligible to participate in this program. Please notify the Executive Director of your referral in order to receive this discount.

**Vacation Policy**

Families of students enrolled five full days per week that have attended Country Village full time for at least six months are eligible to receive a one week annual vacation discount. This \$200 credit per eligible

child is available one time during each school calendar year (September-August). It may not be used after giving a required 30-day notice of early withdrawal. Please notify the Executive Director or Financial Director in advance of your vacation, so the appropriate credit can be applied to your tuition bill.

### **Holiday Closures**

Our school is officially closed on the following holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving and, Christmas Day, These holiday closures are subject to change. Please refer to CVDS' yearly "Important Dates to Remember" Calendar for more information.

### **Field Trips**

Field trips are a great way to enhance the curriculum and give children hands on, real world learning experiences. Many field trips are planned in conjunction with the weekly theme, but not always. Field trips are a wonderful way for the children to experience different things in the world and CVDS offers a way for the children to take advantage of the resources our community has to offer.

For safety reasons on field trips, we can only transport in our school van children ages three and up. We require a permission slip for trips using transportation and most field trips require an additional fee. In our registration packet you will find a special permission form for all walking field trips.

We have a school van for our trips, but often parents are still needed to help drive and chaperone. Teachers and Administration are not permitted to transport children to and from field trips in their own personal vehicles.

Field trip drivers must have a current Washington State driver's license, medical and liability insurance, and have their vehicle in a safe operating condition. All children must bring his/her own car seat in order to be transported for a field trip. We always insist on seat belts following other transportation requirements according to WAC 388-73-0652.

For Safety purposes, anyone transporting children will have a communication device to call for help in an emergency. Each class will carry a first aid kit, emergency supplies, and any needed allergy information/medication. In addition, the CVDS Van always contains emergency supplies and first aid kits.

## **Violence Policy**

Country Village Day School does not tolerate violence, threats of violence or destruction of property occurring on school property or at CVDS sponsored activities. Any related act or threat against another person (child or adult) while on CVDS premises or at a CVDS sponsored event will result in disciplinary action up to and including termination of enrollment or employment, and may result in legal action. All such incidents of violence or threats of violence should be promptly reported to CVDS Executive Director whether or not physical injury has occurred. CVDS is committed to providing a safe environment for all students, families and employees of CVDS.

## **Child Abuse and Neglect Reporting Law Requirements**

All directors and staff are required by Washington State Law and Licensing requirements to report immediately to the police or Child Protective Services any instance where there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect or exploitation.

We are not obligated to inform parents if the police or Child Protective Services are notified.

## **Nut Free School**

### **Supporting Children with Nut Allergies**

We are aware of the tremendous risk children and adults who are allergic to nuts can face from even the smallest trace of peanut butter or other nut product. The consequences are life threatening in many cases and require immediate intervention with medication or even hospitalization. We want to eliminate the possibility of such an occurrence at our school as we do have some children with severe nut allergies attending Country Village Day School. You can help us by observing the following guidelines, which apply whether or not an allergic child is known to be present:

- Please keep our nut policy in mind when packing your child's lunch and snacks.
- We ask that no foods containing nuts or nut products be brought into our school. This includes no peanut butter sandwiches, nuts in salads, candy with nuts, trail mixes or granola bars with nuts, cereal with nuts, etc.

- This policy applies to potlucks (including field trips) and any other school sponsored event on or off campus.

Your understanding and support in helping us to provide a NUT FREE school is greatly appreciated as we strive to provide a safe environment for all students.



## YEARLY CALENDAR

CVDS celebrates many exciting events through our school year. Here are some of the highlights!!

SEPTEMBER-As our school year begins, it is a great way for us to begin our fundraising efforts for a spring event. This is a great month to learn "All about You and Me."

OCTOBER - Our Pumpkin Pie Social for Families, Visiting the Pumpkin Patch and our Hero/Shero Parade are our main events for the month of October.

NOVEMBER -During the month of November, each class prepares a menu item for our school wide Thanksgiving Feast held the day before Thanksgiving. It is then shared by all. Thankfulness is the theme of this November festivity.

DECEMBER - This month is full of celebrations, songs, and merriment. During this month we have an evening Holiday Sing-A-Long that includes all the holidays celebrated by Country Village families. Our music specialist and the children are the song leaders for this event. All family members, Grandmas, Grandpas, Aunts, Uncles and Friends are invited to attend. Holiday treats are enjoyed by all before our school wide event.

JANUARY -The month of new beginnings. We celebrate our New Year and make special note of Martin Luther King Day and Chinese New Year.

FEBRUARY - Valentine's Parties and being good friends are our focus this month in our classrooms. Love notes and friendship is the common theme during this month, too.

MARCH - Green, green, everywhere!! Spring includes activities such as planting seeds, St. Patrick's Day, bugs, butterflies and new beginnings!

APRIL: During the month of April, we host our annual "Buffet Day." The children help prepare a meal and it is shared with the entire school. Our classrooms are filled with bunnies, chicks, and eggs as we enjoy the renewal of spring. We also have an all-school Egg Hunt.

MAY - May Day baskets begin the month filled with flowers from home. The children especially enjoy making gifts for Mother's Day. Children enjoy celebrating their teachers during Staff Appreciation Week.

JUNE - We have our annual picnic at the Beach for the Upper School and Island Crest Park for the Lower School to celebrate the end of the school year. It is also the month to honor Daddies on Father's Day with special gifts made for them. During the month of June, we celebrate the children's year with the distribution of our very special yearbooks at an evening Potluck. Summer session begins in late June.

JULY-Art Gallery, Performance Arts Showcase

AUGUST—Country Fair

## ARRIVAL AND DEPARTURE

### **Student Check In and Out Procedure**

While children are on the premises of Country Village Day School, they are to be under direct supervision at all times. Do not, under any circumstances, leave your child unattended or unsupervised. This includes: hallways, foyer, parking lot, playgrounds or empty classrooms. Children, of any age, must be within auditory and visual range of the responsible adult. If you need assistance in dropping off or picking up your child, please ask a staff member to help.

Parents are required to electronically check their child(ren) in and out immediately upon arrival and departure each day. Electronic keypads are available in the designated parent information areas located at the upper and lower ends of the school. Parents will be issued four digit security codes for their children. You must use these codes to enter our facility and again to sign your child in and out. Please be sure to make contact with whom your child is dropped off/picked up to ensure they are aware your child's arrival and departure for accountability purposes.

Country Village Day School is responsible for children from the time of drop off until they are secured in their parent's vehicle to return home. Even though you have electronically signed your child out, we are legally liable until your child is secured in the car. Therefore, we must insist that you keep your child with you after you sign out and do not allow him/her to run ahead of you or play indoor or outdoor at our school without adult supervision. If your child has special needs in transporting them to/from other schools or if you need assistance in arrival or departure, we would be happy to assist you.

All schedule changes for your child must be made in writing, e-mail or verbally in person or by telephone. Schedule changes can be written on the special clipboards located near the electronic keypads at both ends of the building. Teachers and administrative staff will check these clipboards periodically throughout each day, but be sure to also verbally inform your child's teacher of the change.

We will only release children to adults authorized on the registration form and/or listed in our computer database, unless the parent has given us written or verbal permission to release them to someone not on the pickup list. Our staff will request appropriate identification such as a driver's license, from someone they are unfamiliar with. Please make sure your

authorized pick-up persons bring their identification with them when they come to pick up your child. Our policy is never to release children to parents or any other person who is under the influence of alcohol and/or drugs.

Our staff will electronically and manually sign out public school children when they depart in the mornings and sign them back in when they return on the buses in the afternoons.

Special Circumstances: Someone other than the parents or legal guardians picking up children; a possibly impaired adult arriving to pick up a child will not be permitted to leave the premises with the child. The parents/legal guardians will be notified immediately and the child will remain in the custody of the school until the parent or legal guardian can pick up.

### **Parking At Country Village Day School**

Parking is available on the EAST side of the school. No child may be dropped off in the parking lot and left to walk into their classroom alone (regardless of age). All parents must walk in with their child and electronically sign them in using their four digit code at the parent information areas.

### **Arrival**

It is very difficult for children to come to school after Circle Time or "Opening" once everyone is already involved in their activities and/or projects. Please be on time, no later than 8:30 am. Opening for Upper School and Circle Time for Lower School happens every day at 8:50am. The Kangaroo Class and Upper School students and teachers gather in the foyer for the flag salute, singing songs, birthday celebrations, and introduction of new students. It is very important that your child has time in the classroom before coming to the day's Opening.

### **Morning Reluctance**

If you have difficulty on some mornings with your child not wanting to say good-bye, have your child's teacher engage the child in a center, conversation, or a trip to the window to wave good-bye. Usually once the parent is out of sight, the child calms down and becomes involved with the room activities. Please feel free to call and check with the office on those mornings.

## **HEALTH AND SAFETY**

### **Wellness Policy**

#### **Belief Statement:**

The Country Village Day School Board of Trustees is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. Country Village Day School shall be aligned with healthy school goals to positively influence our children's beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

#### **Goals for Nutrition**

Country Village Day School shall provide school snacks and beverages which meet the nutritional standards required by state and federal programs.

- Children shall receive nutrition education as part of the daily/yearly curriculum. The program shall be designed to provide children with the foundation to adopt healthy eating behaviors.
- To maximize classroom time and to achieve positive changes in the children's eating behaviors, nutrition education shall be integrated into the lesson plans and curriculum of our toddler, preschool and pre-kindergarten children. This includes math, science, circle time, creative movement and music classes.

#### **Goals for Physical Activity**

- Country Village Day School shall ensure that all enrolled children have equal and equitable access to opportunities to meet the Washington state health and fitness standards.

The children enrolled in Country Village Day School's programs shall participate in daily physical activity that enables them to achieve and maintain a high level of personal fitness developmentally appropriate for their age.

It is recommended that the children enrolled at Country Village Day School participate in large motor activities for a minimum of 300 minutes per week (60 minutes per day). This includes creative movement, outdoor

playtime, and large motor activities conducted in the classroom. Accommodations shall be made for children with disabilities and other limitations.

**\*\*The Executive Director is responsible for implementing and monitoring the Country Village Day School Wellness Program on an ongoing basis, with input from the Board of Trustees and parents.**

### **Illness Policy**

In general we request that you NOT send your children to Country Village when:

1. The child is obviously distressed, appears uncomfortable, or cannot be managed.
2. The child has strep throat, scarlet fever or impetigo and has been on medication less than 24 hours.
3. The child has had two or more episodes of diarrhea or vomiting during the preceding 24 hours.
4. The child has a rash, not obviously associated with diapering, heat, or known allergic reactions.
5. The child has drainage from the eye not associated with an allergic condition. Children may return once drainage is gone or when they have taken 24 hours of antibiotic therapy.
6. The child has a fever greater than 100 degree Fahrenheit, and sore throat, rash, vomiting, diarrhea, earache, irritability or confusion.
7. The child has a severe cough and/or breathing problems.
8. The child has lice or scabies. Head checks will be done before readmission.
9. Children with ringworm will be required to cover the skin sores until the sores are gone.
10. The child must be fever free for 24 hours before returning to school.

Children with mild cold symptoms probably do not need to be excluded from school. We observe the children daily for signs of illness. If they are ill, tired, or very upset, they will be given a chance to rest in a quiet area until they are better or until arrangements can be made for them to go home.

Parents will be contacted to pick up their child if vomiting, diarrhea, temperature, drainage from the eye, or possible communicable disease is

present. Communicable diseases will be reported to the local Health Department, and parents will be notified so they can take appropriate actions to protect their children. All illnesses are recorded in the daily message book and illness log. Substitutes will be provided for staff that is ill.

### **Medication**

We must have a written consent form signed by the parent in order to administer any prescription or non prescription medication. These forms are provided by the school. Each bottle must be in its original container and have the child's name, date and dosage on the label. All non-prescription medication requires a label indicating the child's name, age, weight, date, and dosage. Unused medication will be returned to parents, or properly disposed.

We must have a written parent consent form completed and signed by a parent to administer any medication to a child. The proper forms to administer medication will be provided by the school. Children on prescription medication must have the medication at school in its original container, with the child's name, date, dosage and frequency of dosage.

Children over two on non-prescription medication will be given a medication from its original container and according to manufacturer's instructions unless accompanied by a physician note stating otherwise. Children under two years of age will not be administered non-prescription medication without a physician's note. All medication will be returned to the parent or discarded after use.

Medication will not be administered by telephone requests. Acceptable forms of permission include fax (206)232-8461 or email [Lindatcv@aol.com](mailto:Lindatcv@aol.com).

If you have further questions regarding the management of specific illnesses or symptoms, consult the Child Day Care Health Handbook or call Seattle-King County Department of Public Health Care Illness Prevention Program at 1-800-451-4512.

### **Health Forms/Immunizations**

Each child must have an up to date health exam that is recorded on the child's registration form before he/she can be enrolled at Country Village. Also the child must have his/her immunizations up to date for his/her own health protection. If these are not up to date, the child must leave Country Village until this has been satisfied. Please submit a copy of

your child's immunizations to the office after completion.

### **Pet/Fish Health Policy**

Parents will be notified when pets are on the premises. Animals are properly cared for (cleaned water, food, clean cages, and immunized).

- No live animals in food prep area.
- Children are closely supervised when handling pets.
- Animals are chosen carefully for temperament and safety (i.e. no turtles, lizards, birds in the parrot family, wild animals)
- Children with allergy response to animals are accommodated.
- Children/adults wash hands after handling, feeding animals, or cleaning cages. Children do not clean cages.

Please adhere to our pet policy and leave your pets at home or in the car when you pick up your child/children.

### **Pesticide Policy**

CVDS is required to provide annual notification of their pest control policies and methods, establish a system to notify parents or guardians and employees of planned pesticide use and post signs where pesticides have been applied. All pesticide applications will be posted and pesticide application records will be kept and made available to all interested parties. Parents and school employees will be notified at least forty-eight hours in advance of any planned pesticide use.



## **EMERGENCIES**

### **911 Emergencies**

Staff will contact local officials using the 911 system in case of medical emergencies. Parents will be immediately contacted after certainty of help is assured. All accidents, illness, or other emergencies are recorded in the Accident Report Log. Overlake Hospital will be used when no choice is possible or if parent's have not indicated a preferred hospital. If parents have a preference of another hospital, we will try to accommodate parents when choice is available. Please designate your hospital of choice on your child's registration forms.

### **Natural Disasters**

In case of an emergency such as an earthquake, snow or wind storm, causing a power outage or making travel impossible, Country Village is prepared to care for your child for up to 48 hours. Each parent is required to provide an emergency "comfort kit" for their child. We ask that the kit include the following items:

- Extra change of clothing (including a warm sweater or sweatshirt and socks)
- Warm hat and mittens
- Small blanket or thermal space blanket (available at sporting goods stores)
- Letter of encouragement from parents (a family photo would also be comforting)
- Small toy, stuffed animal or book
- For infants: Infant formula & bottle (up to three day supply; special diapering ointments or powders; pacifier

Place all items in a large Ziploc plastic bag labeled with your child's first and last name and classroom name. All emergency supplies are stored in an outdoor storage container located on the upper school playground. We will also store tents, diapers and wipes, emergency contact information, paper products, battery operated radio, water and snacks.

We will have scheduled monthly earthquake and fire drills so that your child will be aware of the proper emergency procedures. In addition, CVDS has secured all book shelves and large shelving units to

the existing walls.

In case of a severe earthquake or emergency situation, CVDS will vacate the building immediately. We will set up shelter for all children and staff in the CVDS parking lot. We will await instruction from the emergency response team and Mercer Island School District before re-entering the building. Parents are welcomed to contact Country Village Day School's emergency cell phone at (206)715-5076 for additional information.

At CVDS, we take emergency situations very seriously. If you have any additional questions about Country Village Day School's emergency preparedness plan, please see the Executive Director.

**COUNTRY VILLAGE DAY SCHOOL  
FINANCIAL POLICIES 2012/2013**

1. Country Village has an annual **non-refundable registration fee of \$100 for the first child** (\$50 for each additional child) payable at the time of registration. Registration for new students attending **Summer Session only** is \$50 per child. These fees are used to offset student liability, accident insurance and emergency preparedness supplies.
2. A **non-refundable deposit** must be pre-paid at the time an **infant (\$500), waddler (\$250) or toddler (\$250)** is first enrolled, in addition to the \$100 registration fee. This deposit will be applied toward tuition the first month the child attends, indicated at the time of registration. If the child's parents delay the starting date, the deposit will be applied to the month initially provided at registration. Delayed starts are discouraged, because it makes it very difficult to maintain teacher/child ratios required by our licensor. Starting dates may be advanced only if space is available.
3. Enrollment at Country Village is expected for the entire school year period (September-June) and/or the summer session (July-August). **It is the parents' responsibility to notify Country Village administrators at least one month prior to early withdrawal. This includes families who withdraw their children prior to the commencement of the fall or summer sessions.** Parents who do not provide the required notice will be responsible for paying tuition through the end of the 30-day period.
4. **All tuition is payable in advance at the beginning of each month.** Hourly charges in addition to monthly amounts, such as extended care for half-day students prior to 8:30 a.m. and after 12:30 p.m. or for extra days, will be included in the following month's tuition bill. Tuition invoices are delivered during the last week of each month in the children's classroom cubbies.
5. Hourly fees are calculated in 5-minute increments, with a 15-minute minimum.
6. **LATE PICK-UP POLICY:** Child care is available at Country Village for 11-1/2 hours per day from 6:30 a.m. - 6:00 p.m., averaging 21 days per month. **It is expected that parents will pick up their children on**

**time or make arrangements with someone else to do so. We will charge the following late fees when children are picked up after 6:00 p.m.**

<b>First 15 minutes</b>	<b>\$30.00/child</b>
<b>15-30 minutes</b>	<b>\$50.00/child</b>
<b>30-60 minutes</b>	<b>\$75.00/child</b>
<b>Over 60 minutes</b>	<b>\$75.00/child +\$2.00 per minute/child</b>

Please arrange your schedules to arrive by 6:00 p.m. to avoid this late fee. Repeated late pickups

could result in your child/children being disenrolled from our school.

- 7. Tuition payments are payable on or before the 5<sup>th</sup> of each month.** Unpaid tuition balances at the close of business on the 5<sup>th</sup> will be assessed a 10% late fee. Families with unpaid tuition balances at the end of a month will be asked to commit to a payment program. If payments are still not received in a timely manner, the account will be sent to our collection agency and the child/children disenrolled from our school. Any special payment schedules must be pre-approved by the Executive Director or Financial Director.
- 8. Payments for full-time, five day per week students** received on or before the first work day of the month will receive a \$5.00 early pay discount.
- 9. There is a 10% discount on each student, if both children are attending full-time at Country Village.**
- 10. TUITION EXPRESS** - Parents who wish to have their childcare payments automatically deducted from their checking or savings accounts should consider participating in our Tuition Express program. Once enrolled, tuition payments will be electronically deducted at the beginning of each month with no additional cost to parents. Enrollment forms for this program are available from the Financial Director.
- 11. RETURNED TUITION CHECKS** -- Tuition payments that are returned from a financial institution for Insufficient Funds, Account Closed, etc. will receive a \$40 NSF charge from Country Village. We will attempt to redeposit the payment one additional time. If it is returned again, there will be another \$40 NSF charge, and we will only accept a **Cashiers Check, Money Order or Cash** for payment.

Returned Tuition Express payments will be charged a \$3.50 fee. These fees are subject to change at any time.

12. Students who are registered for full-day Monday-Wednesday- Friday or Tuesday- Thursday programs may occasionally attend additional days if space is available. **Hours used on these extra days will be billed at the current classroom hourly rate.**
13. If your child is registered as a full-time student, you may not switch to part-time unless a spot is available in the classroom and you give 30 days prior notice. Part-time students usually have the option to change to full-time, depending on classroom student/teacher ratios.
14. Country Village offers a special program to thank existing families who refer families to our school. A **one-time** \$200.00 tuition discount will be applied for each new family that is referred and enrolls. The discount will be applied the month following the new child's official start date. All full and part-time families are eligible to participate.
15. **Full-time students** attending five full-days per week, and who have attended Country Village full time for at least six months, are eligible to receive a vacation tuition credit. This \$200 credit is available one time per child during each school year (September-August). It may not be used after providing a required 30-day notice of early withdrawal.
16. It is expected that parents will familiarize themselves with the school policies and procedures contained in the **Country Village Parent Handbook**. Copies of the handbook are available from the Upper and Lower School offices throughout the school year.
17. Our full-time teachers have a **non-solicitation/non-complete clause** included in their Country Village teaching contracts. Please do not solicit them for employment other than occasional babysitting services while they are employed at Country Village and for up to six months after their employment is ended. This includes the summer months of July and August. Doing so could put them at risk for termination of their employment at Country Village.

## REGISTRATION/ENROLLMENT

When considering enrollment, you should begin with a visit to the school. The Executive Director, Program Supervisor or Senior Administrative Assistant is always available. Though, scheduled tours are always encouraged. During our tour, your guide will review with the potential family all registration materials, tour the school and answer any questions the potential family may have. We encourage you to bring the enrolling child. You will be given various forms including registration, immunization, health history, and other required forms to be filled out before your child can attend school. These forms must be filled out before the child can be enrolled. If your child does not have current immunizations, proof must be provided of an impending appointment with the physician. If, for religious reasons, your child will not be immunized, we will also need written documentation.

Children on subsidized programs such as State or King County are welcome. Scholarships are sometimes available through the Mercer Island Youth and Family Services for Island residents.

It is expected that enrollment is for the entire school year or summer program. Parents must notify the school at least one month in advance of early withdrawal. Children leaving mid-month will be financially responsible for the entire month unless the space is immediately filled.

Please remember that registration is held annually during the month of February for existing CVDS families and in the month of March for new families. At that time, families can register for the upcoming summer session as well as for the next school year. Failure to register could result in losing your child/children's spaces at Country Village Day School. It is the prerogative of the school to decide when a child may no longer attend.

Reasons for termination of a child's enrollment may include:

- 1) Non-payment of tuition
- 2) Behavior problems that do not seem correctable, such as excessive hitting or biting

Communication with the Director is encouraged and termination results only after all discussions or alternatives have been exhausted. The Country Village Day School staff is always willing to listen to the concerns of our parents. Our goal at Country Village Day School is to provide a positive experience for our children and parents.

## WHAT TO BRING

### Classroom Supply Lists

Each class at CVDS has its own supply list. Each student is responsible for bringing in the items on their supply list which will go into the group supplies for the class. Please ask your child's teacher for the supply list, or visit our website [www.countryvillagedayschool.org](http://www.countryvillagedayschool.org) and check out your child's [class supply list](#).

### Children's Clothing

We ask that children wear either tennis shoes or other sturdy shoes to school. Party shoes, sandals, thongs, open-toed or "platform" shoes are dangerous because they cause the children to trip and fall and are unsafe for climbing on the playground equipment.

Children's clothing should be weather appropriate. Please provide warm coats, hats and mittens for cold weather, raincoats and boots for rainy weather and clothing that protects skin from sun and heat exhaustion in the warm months. You are more than welcome to keep these items at school in your child's cubby.

The children should wear clothing to school that can get messy. Please do not send them in their best party clothing for everyday. We paint, play outside, cook, go on nature walks, and these activities do not mix well with "fancy" or expensive clothing. We do not want to be responsible for soiling or ruining a special outfit.

Each child should have another full set of clothing in his/her cubby at all times in case his/her other garments become soiled, wet, or uncomfortable while at school (pants, shirt, underwear, socks, and shoes).

### Mark Children's Clothing

Everything brought to Country Village should have your child's name on it in permanent ink: lunch box, back pack, show-n-share, coat, mittens, boots, hats, socks, clothes and shoes.

### Technology Policy

It is our intention to serve the interests of all children in our program. In this age of technology, some of the interests of children have changed. Though we respect the children's desire to play with passive media equipment, i.e. Game Boys, iPods/iPads, laptops, personal DVD players..., we

feel there is a time and a place. This type of equipment **will not** be permitted in our infant, toddler, Preschool and Pre-Kindergarten classrooms. In our Before and After School program, the above mentioned equipment will only be permitted for use during the morning hours, on school days. Times when the Before and After School children are at Country Village for a full day, during MISD closures and during the summer months, the above mentioned equipment will be permitted for short periods of time at the teacher's discretion. Our preference is for you to encourage your child to leave these items at home. These types of materials are often expensive and can lead to feelings of envy or inadequacy for some children and could also become lost, stolen or broken. Please appreciate that we strive to offer a variety of activities and social experiences for children to enjoy during their time at CVDS. Country Village Day School will not be responsible for any lost, stolen or broken equipment.



## INFANT POLICIES

\*We will not accept infants into our care at Country Village who are under one month of age.

\*Infant Care Providers will do the following for the children:

1. Encourage them to handle and manipulate a variety of objects
2. Provide a safe environment for climbing, moving and exploring
3. Provide materials and opportunities for large and small muscle development;
4. Read and talk to them daily
5. Provide daily indoor opportunities for freedom of movement outside their cribs, in an open, uncluttered space
6. Place them in a prone (lying on the tummy) position part of the time when they are awake and staff are observing them;
7. ALWAYS place them on their backs to sleep
8. Not leave them in car seats once they arrive at the center even if they are asleep
9. Talk to and interact with each infant and toddler often and encourage them to respond. Naming objects and describing care encourages language development;
10. Hold and cuddle infants and toddlers to encourage strong relationships
11. Respond to and investigate cries or other signs of distress immediately.
12. Provide toys, objects and other play materials that:
  - i. Are cleanable;
  - ii. Are nontoxic; and
  - iii. Cannot cause a choking hazard for infants or toddlers.
13. Not use baby walkers.
14. Rain walks will last no longer 10-15 minutes
15. Children will not be exposed to heat and sunshine for more than 15 minutes. Sunscreen will be worn if permission from parent is granted and age criteria (at least six months old) are met. A hat will be worn, along with a shirt or bathing suit covering the most sensitive areas of skin.
16. Babies will not visit siblings and other areas of the school, unless on a stroller ride through the hallway.
17. No shoes worn outside are to be worn in the baby room.

## **Feeding Policies**

1. All teachers and infant room staff will work with families to develop a feeding plan that is acceptable to the parent and incorporates the following guidelines:
  - a. Under 4 months of age:
    - i. Serve only formula or breast milk unless you have a written order from the child's health care provider.
  - b. When baby can: (At about 4-6 months of age); sit with support; hold head steady; close lips over the spoon; keep food in mouth and swallow it:
    - i. Serve only formula or breast milk unless you have a written order from the child's health care provider.
    - ii. Begin iron fortified baby cereal and plain pureed fruits and vegetables upon consultation with parents.
  - c. When baby can: (At about 6-8 months) sit without support; begin to chew; sip from a cup with help; grasp and hold onto things:
    - i. Serve only formula or breast milk unless you have a written order from the child's health care provider.
    - ii. Start small amounts of juice, or water in a cup.
    - iii. Let baby begin to feed self.
    - iv. Start semisolid foods such as cottage cheese, mashed tofu, mashed soft vegetables or fruits.
  - d. When baby can: (At about 8-10 months) take a bite of food; pick up finger foods and get them into the mouth; begin to hold a cup while sipping from it:
    - i. Serve only formula or breast milk unless you have a written order from the child's health care provider.
    - ii. Small pieces of cheese, tofu, chicken, turkey, fish or ground meat.
    - iii. Small pieces of soft cooked vegetables, peeled soft fruits.
    - iv. Toasted bread squares, unsalted crackers or pieces of soft tortilla.
    - v. Cooked plain rice or noodles.
    - vi. Only formula, breast milk, juice (100% fruit) or water in the cup.

- e. When a baby can eat a variety of foods from all food groups without signs of an allergic reaction :
      - i. Fruit pieces and cooked vegetables.
      - ii. Yogurt, cheese slices.
      - iii. Offer small amounts of formula, breast milk or water in the cup during meals.
2. All infants must be fed according to their individual needs rather than an adult prescribed time schedule. This applies to amount as well as frequency of feeding.
3. For any medically modified diet (i.e. allergy diet) or nutritional supplements, the child's health care provider must provide instructions.
4. No medicine will be added to bottles or food unless there are written directions from child's health care provider.
5. To prepare bottles teachers must:
  - a. Prepare and fill bottles by washing hands prior to bottle preparation;
  - b. Use a sink that is only for bottle preparation, other food preparation or other approved source of water. Water from a handwashing sink may not be used for bottle preparation;
  - c. Never heat a bottle in the microwave
  - d. Bottles must be placed in a container of water that is not warmer than 120 degrees Fahrenheit.
  - e. Bottles must be labeled with the child's first and last name, the date, the time the bottle was prepared and the amount prepared.
6. All bottles at Country Village are prepared at Country Village on demand, and fed to babies immediately following preparation.
7. Breastfeeding mothers may come in at any time to feed their child. Rocking chairs and privacy are provided near the back of the rooms.
8. CVDS will accommodate the schedule and need of breastfeeding infants and mothers. We will coordinate feedings with the infant's mother.
9. Cereal will not be added to formula in bottles without written consent from infant's licensed health care provider.
10. Babies who are able to sit up will eat in a high chair with the teacher facing them.

11. Babies will not be put into cribs with a bottle or allowed to walk around with bottles.
12. All infants who are unable to sit on their own should be held for bottle feedings to prevent choking.
13. Bottles will not be given to a reclining child unless the bottle contains only water.
14. Bottle nipples need to be covered when not in use to reduce the risk of cross contamination and exposure.
15. Bottles will be taken from the baby when they are done feeding.
16. Breast milk or formula will not be kept at room temperature for longer than one hour.
17. We will throw away the contents of any bottle not fully consumed within one hour. Bottles and contents MAY NOT be returned/stored in the refrigerator after a feeding.
18. All items in child's basket and fridge will be labeled with the date and their full name
19. The recommendations indicated by the 'INAPPROPRIATE FOODS' list will be strictly reinforced.
20. No sharing bottles, even within the same family.
21. All breast milk, liquid formula and opened jars of baby food will be kept refrigerated at 40° Fahrenheit or less.
22. Frozen breast milk will be stored, labeled with child's whole name and date it was brought to the center, in reasonable amounts, at 10° Fahrenheit or less. Frozen breast milk may only be kept at the center for two weeks.
23. Breast milk may only be brought in storage bags specifically designed for breast milk storage (i.e. Medela, Playtex, etc.), bottle bags, bottles or other easily poured device, approved by the coordinator. No sandwich or Ziploc baggies will be accepted.
24. Breast milk will be stirred gently, not shaken to preserve infection-fighting and nutritional components in human milk.
25. All unused, refrigerated breast milk, liquid formula, opened jars of baby food, and uneaten lunch remains will be sent home at the end of each night or discarded.
26. Breast milk will be thawed in the refrigerator, under warm running water, or in a pan/cup of warm water or crock pot. Water used to thaw breast milk will not exceed 120° Fahrenheit.
27. Country Village will not thaw or warm breast milk in a microwave.

28. Only unopened, manufacturer sealed containers of formula will be accepted when brought into the center. We will not serve any formula past its date of expiration.

29. All used bottles and nipples will be washed in a dishwasher before being used again.

### **Infants- Inappropriate Foods List**

Whole peas

Pretzels

Eggs

Whole milk (unacceptable before 12 months)

Chicken on the bone

Foods that contain honey

Honey

Raw Vegetables

Hot Dogs

Link Sausages

Hard Candy

Grapes

Popcorn

Nuts

Hard Cookies

Whole Kernel Corn

Chewing Gum

Cherries

Peanuts/Peanut Butter

Chips of any kind

Raisins

Coconut

Marshmallows

Large pieces of Meat

Olives

Fruits that are under-ripe, dried or unpeeled

Please limit citrus (i.e. oranges, strawberries and tangerines) because of acidity

\*All newly introduced foods to the child's diet must be tested at home before being served at school. Please allow three to five days before

sending the food to school. This should be enough time to rule out allergic reaction. It is recommended that you wait five days between trying another new food with your child. This will allow ample time for an allergic reaction to surface and it will make determining the allergen less complicated.

### **Sleeping Policies**

1. All infants must be placed on their backs to sleep unless there is a note from both the parent and health care provider requesting another sleeping position. If able to roll freely from tummy to back-usually around 6 months of age-it is not necessary to re-position to back.
2. When babies are able to turn over, they still must be placed on their backs to sleep.
3. Babies' faces and heads will not be covered.
4. Babies' will not be swaddled.
5. Babies will have a Sleepsack for sleeping, for warmth and safety.
6. No cribs will have bumper pads, stuffed toys, quilts, lambskins, or pillows. Mattresses will be snug fitting, touching each side of the crib and only appropriate fitting sheets will be provided for sleeping surfaces.
7. All cribs and mattresses are purchased through an authorized, commercial distributor.
8. All children 12 months of age or younger will follow their individualized sleep schedule.
9. All children 12 months of age and younger will be placed in a crib to sleep. Infants will not be allowed to sleep in car seats or infant seats. If a baby comes from home sleeping in a car seat, they must be taken out of their car seat and placed in their crib.
10. Crib rails must always remain in the up position while a child is in the crib.
11. No baby will be put to sleep still wearing a bib.
12. During nap time lights might be partially turned off; lullabies played, and voices kept low. Teachers will use their best judgment in regards to turning down the lights.
13. All infants, awake and asleep, will be visible to teachers at all times.

### **Cleaning/Disinfectant Policies**

1. **Cleaning:** To properly clean an item, staff will wipe away dirt, body fluids... and wash the area with soap and warm water. Rinse well. Disinfecting step will follow.
2. **Disinfecting:** To properly disinfect, staff will spray the infected area with the approved bleach solution. These are the only acceptable disinfecting solutions for Country Village.
3. Solution for tables, toys, carpets, floors, cribs-
  - a. 1 tsp of bleach to 1 gallon of water
4. Solution for diaper changing area-
  - a.  $\frac{1}{4}$  cup of bleach to 1 gallon of water
5. \*Note: Bleach solution should remain in contact with surface for two minutes.
6. \*Disinfecting solution will be made fresh daily!

## Country Village Day School Parent Orientation Checklist

\*Please sign and return to CVDS

Items discussed:

- CVDS Philosophy
- Function of the CVDS Board of Trustees
- Non-discrimination policy
- Anti-bias statement
- My involvement as a parent
- Parent Teacher Conferences
- Curriculum Goals
- Student Assessments/Developmental Profiles
- Potty training (if applicable)
- Biting Policy
- Rest periods
- Discipline and child behavior modification
- Student check-in/out procedures
- Breakfast, lunch and snack policies
- Wellness Policy-procedures for children who are ill
- Inclement Weather Policy
- Vacation Policy
- Holiday closures
- Field trips and child transportation
- Enrichment programs
- Health forms/immunizations
- Pet Policy
- Health and Safety Policies
- Emergencies
- Financial Policies
- What to Bring
- NUT FREE policy
- Infant Room Policies (if applicable)

I have received, read and understand these policies and procedures as provided to me by

\_\_\_\_\_ at Country Village Day School.

Name of employee

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date